

# Reclamation Manual

Directives and Standards

**TEMPORARY RELEASE**  
(Expires 01/28/2013)

## CREDITABLE SERVICE FOR ANNUAL LEAVE ACCRUAL JUSTIFICATION FORM

1. Employee Name: \_\_\_\_\_ 2. Organization: \_\_\_\_\_
3. Title, Pay Plan, Grade, Step, Salary: \_\_\_\_\_
4. How much service time to be credited: \_\_\_\_\_
5. Nature of the service (years and months):  
  
Non-Federal employment \_\_\_\_\_  
  
Retiree active duty uniformed service \_\_\_\_\_
6. Justification. See attached instructions. Also include the basis for the amount and documentation to support the individual's qualifications. *Attach to form and note number of pages* \_\_\_\_\_.
7. All signatures required for approval.

1. Recommending Official	Date	2. Director	Date
3. Human Resources Division Manager	Date	4. Director, Policy and Administration	Date
5. Deputy Commissioner, Policy, Administration and Budget	Date	6. Deputy Commissioner, Operations	Date
7. Deputy Commissioner, External and Intergovernmental Affairs	Date	8. Commissioner (if required)	Date

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### **INSTRUCTIONS FOR CREDITABLE SERVICE FOR ANNUAL LEAVE ACCRUAL JUSTIFICATION**

1. A Service Agreement is not required; however, once an employee completes 1 full year of continuous service with the appointing agency, the period of service for which the employee was granted service credit for non-Federal or active duty uniformed service work experience is permanently creditable for the purpose of determining the employee's annual leave accrual rate for the duration of the employee's career.
2. Each of the following must be addressed in the justification:
  - A. **Qualifications Needed for the Position.**
    - (1) What skills and experience are required for the position?
    - (2) What skills and experience does the individual possess that directly relate to the position?
    - (3) Were those skills and experience acquired through performance in a non-Federal or active duty uniformed service position having duties which related directly to the subject position?
    - (4) How are these skills and/or experience necessary to achieve an important agency mission or performance goal?
  - B. **Success of Recent Efforts to Recruit High Quality Candidates for the Same or Similar Positions.**
    - (1) Number of times the position(s) were advertised?
    - (2) How long did the vacancy announcement(s) remain open?
    - (3) What was the area of consideration used for each vacancy announcement?
    - (4) How many well qualified applicants were there for each vacancy announcement?
    - (5) How many job offers were extended, if any?
    - (6) What is the acceptance rate for applicants?

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- (7) If the applicant(s) accepted other offers of employment, were pay and/or fringe benefits more than what could be offered?
- (8) What is the average length of time it normally takes to fill these types of positions?

### **C. Recent Turnover in Similar Positions.**

- (1) When was the last time someone vacated a position similar to this one?
- (2) What was the reason for the loss of those employee(s) (retirement, resignation, acceptance of offers from other Federal agencies and or/private industry)?

### **D. Labor Market Factors.**

- (1) Is there a lack of available candidates in the labor market who could, after a reasonable orientation period, perform the full range of duties and responsibilities?
- (2) What are the salary ranges being offered by other employers?
- (3) What are the benefits packages being offered by other employers?

### **E. Other Incentives for which This Individual has been Nominated.**

- (1) Type of incentive.
- (2) Amount of incentive.
- (3) Reasons for that incentive.
- (4) Service Agreement from: \_\_\_\_\_ to \_\_\_\_\_